

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as an Administrative Agency (First Meeting)

Tuesday, May 13, 2014, 8:30 a.m.
Boston Public Library, McKim Orientation Room
700 Boylston Street, Boston, MA 02116

RECEIVED
CITY CLERK'S OFFICE
2014 MAY - 7 P 3: 33
BOSTON, MA

AGENDA

- I. Chairman's Call to Order and Report Jeffrey B. Rudman
 - A. Review and Approval of Minutes for the Trustees Meeting held on March 11, 2014 (Attachment 1)
- II. President's Report Amy E. Ryan
 - A. The Soul of a Man: Toussaint Louverture & the Haitian Slave Revolt
Exhibition: June 17 to September 30, 2014
Panel: Toussaint Louverture and the New England Abolitionist Movement
June 17, 2014 at 6:30 p.m. / Panelist: Trustee Byron Rushing
 - B. Boston Public Library Accomplishments FY14 (Attachment 2)
 - C. Visual Identity Update
 - D. Expanded Digital Resources: Streaming Media
Laura Irmscher, Chief of Collections Strategy
 - E. User Survey Highlights
Gina Perille, Chief Communications Officer
 - F. Proposed Public Comment Procedures
 - G. FY15-19 Recommended Capital Projects Plan Update (Attachment 3)
David Leonard, Director of Administration and Technology
 - H. FY15 Recommended Operating Budget Update
Ellen Donaghey, Chief Financial Officer
 - I. Expansion to Year-Round Weekend Hours in Branches and Central
 - J. Private Event Policy (Attachment 4)

VOTED: "that, the Trustees of the Public Library of the City of Boston approve the revised Private Event Policy"

III. Trustees Finance and Audit Committee

Evelyn Arana-Ortiz

A. Award of Contracts

- i. Contract or Contracts for Various Goods or Services Related to the Critical Repair Capital Budget for FY15

VOTED: “that, the Trustees of the Public Library of the City of Boston authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library System Critical Repair Capital Budget for the period July 1, 2014 through June 30, 2015 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00)”

- ii. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials for FY15 (Attachment 5)

VOTED: “that, the Trustees of the Public Library of the City of Boston approve that there be entered into a non-advertised contract, as authorized under G.L., c30-B, Section 7 (a), referred to as a “Procurement of Library Books”, between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the attached vendors list (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount authorized in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2014, through June 30, 2015”

- iii. Contract for Relocating and Re-shelving Collections, as well as the Breakdown, Transportation and Set Up of Metal Shelving in Conjunction with the Johnson Building Renovation of the Boston Public Library

VOTED: “that, there be entered into with William B. Meyer, 255 Long Beach Blvd., Stratford, CT 06615, the sole responsive and responsible bidder, a contract for Relocating and Re-shelving Collections, as well as the Breakdown, Transportation and Set up of Metal Shelving in conjunction with the Johnson Building Renovation of the Boston Public Library, for the period May 14, 2014 through March 31, 2015 at a total cost not to exceed one hundred ninety four thousand, six hundred seventy three dollars and zero cents (\$194,673.00). The Boston Public Library Evaluation Committee performed an evaluation of the proposal presented by one vendor as described in the Request for Proposal (RFP), and through this process determined the proposal presented by William B. Meyer represented an appropriate value for the Boston Public Library”

- iv. Contract for a Retrospective Conversion Services Project for the Boston Public Library for Main Entry Cards, a One Year Contract with Options to Renew for a Second and Third Year

VOTED: “that, there be entered into with The Donohue Group, Inc., 41 Mechanic Street, Windsor, CT 06095, the most responsive and responsible bidder in the public bidding, advertised under G.L. c.30B, § 6, a contract for a Retrospective Conversion Services Project for the Boston Public Library for Main Entry Cards, a one year contract, from May 14, 2014 through May 13, 2015, at a total cost not to exceed one hundred forty nine thousand, nine hundred ninety two dollars and fifty cents (\$149,992.50) with options to renew for a Second and Third Year, at a total cost not to exceed the bid price. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request for Proposals (RFP), and through this process determined the proposal presented by The Donohue Group, Inc. represented the best value for the Boston Public Library”

- v. Contract for a Retrospective Conversion Service Project for the Boston Public Library for the Joan of Arc and John Merriam Collections during a One Year Period

VOTED: “that, there be entered into with The Donohue Group, Inc., 41 Mechanic Street, Windsor, CT 06095, the most responsive and responsible bidder in the public bidding, advertised under G.L. c.30B, § 6, a contract for a Retrospective Conversion Services Project for the Boston Public for the Joan of Arc and John Merriam Collections, during a one year period, from May 14, 2014 through May 13, 2015, at a total cost not to exceed eighty five thousand, seven hundred forty two dollars and forty cents (\$85,742.40). The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request Proposals (RFP), and through this process determined the proposal presented by The Donohue Group, Inc. represented the best value for the Boston Library”

- vi. Contract for high-speed network connection bringing high-capacity internet access to all BPL locations / Layer-2 Connectivity

VOTED: “that, there be entered into with the City of Boston/MIS, One City Hall Plaza, Boston, MA 02201 the lowest responsible and responsive bidder in the public bidding, advertised under G.L. C. 30B, a contract for Layer-2 Connectivity from 700 Boylston St. (Copley Main Branch) to 1 Summer St Markley Group, as specified during the period of July 1, 2014 through June 30, 2015, with the BPL option for FY-16 and FY-17 at the bid price, at a total cost not to exceed forty eight thousand dollars and zero cents (\$48,000.00) per Fiscal Year, contingent upon receipt of Universal Services Fund Federal funding”

- vii. Contract for high-speed network connection connecting all BPL locations to data central at 700 Boylston Street (Central Library) / Multi-Site Connectivity Services

VOTED: “that, there be entered into with the City of Boston/MIS, One City Hall Plaza, Boston, MA 02201 the sole responsible and responsive bidder in the public bidding, advertised under G.L. C. 30B, a contract for Multi-Site Connectivity Services for the Boston Public Library System, as specified during the period of July 1, 2014 through June 30, 2015, with the BPL option for FY-16 and FY-17 at the bid price, at a total cost not to exceed seven hundred twenty thousand dollars and zero cents (\$720,000.00) per Fiscal Year, contingent upon receipt of Universal Services Fund Federal funding”

- viii. Contract for Design, Fabrication, Delivery and Installation of Lion Cub Sculptures

VOTED: “that, the Trustees of the Public Library of the City of Boston approve that there be entered into a contract with 42 Design Fab Studios, Inc., 34 Front Street, Springfield, MA 01151, for the fabrication, delivery and installation of lion cub sculptures in the Children’s Room, said costs not to exceed fifty five thousand dollars and no cents (\$55,000)”

- ix. Trustees Contract for the Leasing of Two (2) Panel Trucks, and Two (2) Passenger Vans for the period of Twenty Four (24) Months

VOTED: “that, there be entered into with Merchants Auto Group, Inc., 1278 Hooksett Road, PO Box 16415 Hooksett, NH, the lowest eligible, responsible, and responsive bidder in the public bidding, advertised under G.L. C. 30B, a contract Leasing of Two (2) Panel Trucks, and Two (2) Passenger Vans as specified for a Multi-Year (two [2] year) period beginning July 1, 2014 through June 30, 2015, and on July 1, 2015 at a total cost for the two year period not to exceed, one hundred thirty two thousand, one hundred forty four dollars and zero cents (\$132,144.00), and the total cost for the first fiscal year (FY-15) is not to exceed sixty six thousand, seventy two dollars and zero cents (\$66,072.00) and the cost for the last fiscal year (FY-16) is not to exceed sixty six thousand, seventy two dollars and zero cents (\$66,072.00)”

- x. Trustees Fellowes Athenaeum Trust Advisory Committee
Trust Fund FY15 Expenditure

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed eighty seven thousand dollars and no cents (\$87,000) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY15 as recommended by the Fellowes Advisory Committee and to be presented at an upcoming meeting”

B. Proposed Delegation to Trustees Finance and Audit Committee for Approval of the Award of Contracts

- i. Delegation of Award of Contract for Providing Consultant Services to Develop and Coordinate Relocation Plans for Collections and Services for Phase-1 Construction of the Johnson Building Second Floor, and also Phase-2 Planning Redevelopment of the Lower Three Floors of the Johnson Building, during the Period July 1, 2014 through June 30, 2015, with BPL options to renew for FY16 and FY17.

VOTED: “that, the Trustees of the Boston Public Library of the City of Boston approve the Delegation of Award of Contract for Providing Consultant Services to Develop and Coordinate Relocation Plans for Collections and Services for Phase-1 Construction of the Johnson Building Second Floor, and also Phase-2 Planning Redevelopment of the Lower Three Floors of the Johnson Building, during the Period July 1, 2014 through June 30, 2015, with BPL options to renew for FY16 and FY17”

- ii. Delegation of Award of Contract for Consultant Services to Support Research, Creation, and Implementation of a Two-Year Program Plan for Children and Youth. The scope of this work will include pre-and post-opening planning focused on the conceptualization, development, implementation, and evaluation of innovative, educational programs for infants through teens, which emphasize creative expression, connected learning principles and learning through experience.

VOTED: “that, the Trustees of the Boston Public Library of the City of Boston approve the Delegation of Award of Contract for Consultant Services to Support Research, Creation, and Implementation of a Two-Year Program Plan for Children and Youth. The scope of this work will include pre-and post-opening planning focused on the conceptualization, development, implementation, and evaluation of innovative, educational programs for infants through teens, which emphasize creative expression, connected learning principles and learning through experience”

IV. Proposed Schedule of Trustees Meetings for 2014 – 2015

Jeffrey B. Rudman

VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2014-2015 as noted below:

- Tuesday, September 16, 2014, 3 p.m., West End Branch
- Tuesday, November 18, 2014, 3 p.m., Lower Mills Branch
- Tuesday, January 13, 2015, 3 p.m., South End Branch
- Tuesday, March 10, 2015, 8:30 a.m., Central Library
- Tuesday, May 12, 2015, 8:30 a.m., Annual Meeting, Central Library

- V. New Business
- VI. Public Comment
- VII. Adjournment

Jeffrey B. Rudman

Jeffrey B. Rudman

Trustees of the Public Library of the City of Boston
Jeffrey B. Rudman, Chairman; Evelyn Arana-Ortiz, Vice Chair,
Zamawa Arenas, Laura DeBonis, Carol Fulp, John Hailer
Paul A. La Camera, Dennis Lehane, Byron Rushing

President, Amy E. Ryan
Clerk of the Board, Deborah A. Kirrane

This is an open meeting. The public is welcome to attend.
For information check www.bpl.org